



Natural Resources Conservation Service
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July 3, 2007

WEST VIRGINIA BULLETIN NO: WV300-7-19

SUBJECT: FY 2006 Open Obligations Review Change

Purpose: To distribute updated instructions for the review of contracts included in the open obligations review for FY 2006 contracts in ProTracts

Expiration Date: This bulletin expires September 30, 2007

Action Required By: July 12, 2007

National Headquarters – Financial Management Division has issued revised instructions on July 2, 2007 for completing the review of the open obligations of contracts in ProTracts for FY 2006 contracts included in the list transmitted to you by WV Bulletin WV300-7-15. This change will hopefully lessen the impact of this task.

The revised instructions are as follows:

Please complete the review as outlined in the WV Bulletin WV300-7-15 except for 2006 ProTracts contracts. For the ProTracts contracts with open obligations, please review the contract and determine that the participant is still willing to complete the contract items. Once reviewed, mark your initials and the date in the next cell to the right of the contract information on the list of contracts for review. When all of the contracts have been reviewed, fax the spreadsheet file back to JR Wolfe. No scanned documents are required.

If you have any questions, contact your Assistant State conservationist – Field Operations.

/s/

KEVIN WICKEY
State Conservationist

DIST: A, F

